



LISKEARD COUNCIL
WORKING FOR YOU

LISKEARD TOWN COUNCIL

Project Manager – Cattle Market Makers Project 2 Year Fixed term contract

SCP 21 - £25,801p.a.

Full time 37 hours per week – usually 9am – 5pm Monday to Friday, although some evening and weekend work may be required for which compensatory time off will be given within the exigencies of the service and in line with Council policies.

Responsible to the Town Clerk

Important Functional Relationships

TC staff, councillors, CC officers and councillors, partners / supporters (see bid), tenants, local businesses, course participants

Job Description

Main purpose of the job:

Project manage the CMM project against specific measures. Facilitating the delivery and management of project workspace in conjunction with Cornwall Council. Provision of business support by way of a variety of delivery channels to both tenants at the site and the wider town. Recruitment of participants and delivery of training to assist those currently economically inactive towards routes to employment or self-employment to address deprivation levels. Developing a community of makers around the Cattle Market

Main responsibilities and duties:

- (a) Line manage the Project Assistant
- (b) Manage project budgets delegated from Council, in consultation with the Town Clerk/RFO and appropriate councillors.
- (c) To order goods as required for the project, ensuring compliance with the Council's procurement policies and ensuring that all insurable assets are duly notified to the RFO. Pass all invoices for payment to after checking. Maintain suitable records to facilitate ERDF and ESF claims.

- (d) Manage the project workspace – promote the units and shared work spaces, deal with enquiries for workspace, find suitable tenants, set up tenancy at will agreements, manage ongoing relationship. **Possible management of CC work sheds and existing small units at the cattle market site.**
- (e) Deliver business start-up support and other support
- (f) Familiarisation with other services available from Growth Hub, Skills Hub etc e.g. business mentors
- (g) Engage established makers who can act as trainers and mentors
- (h) Identify potential entrepreneurs who need help establishing business and getting products to market
- (i) Organise events to showcase makers and promote networking
- (j) Plan, arrange delivery and recruit participants for courses aimed at the economically inactive as routes to employment or self-employment.
- (k) Create links for people attending courses to move onto education and employment
- (l) Monitoring and assessing progress against targets and reporting to TC
- (m) Brief all staff and partner staff on responsibilities under sustainability and equal opportunities
- (n) To keep records of risk assessments undertaken and other related documentation including in relation to health and safety checks, COSHH
- (o) To ensure administrative records in respect of leases, and participants are kept up to date and comply with GDPR regulations
- (p) To maintain records as required including in respect of staff sickness, holidays and time-off-in-lieu, training and certification records, data protection, freedom of information and complaints.
- (q) To undertake such other duties appropriate to the grade and character of work as may reasonably be required by the Council. Significant permanent changes in duties will require agreed revisions to this job description.
- (r) To keep up to date records of all supplier contracts and service agreements.

NOTES

- (i) To undertake such training as shall be directed by the Town Clerk and to commit to undertaking a programme of continuous professional development relevant to the responsibilities of the post.
- (ii) To comply with all health and safety requirements and hygiene requirements at all times.

- (iii) To attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.
- (iv) To ensure that the Council's various policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties including adherence to the Council's Code of Practice relating to confidentiality.

February 2020

Person Specification – notes for inclusion

Experience of providing business support to start up and existing businesses

Experience of managing a project funded by ERDF or ESF

Experience of managing budgets

Dealing with leases/lettings

Management of staff

Knowledge of existing business support services available

Knowledge of the creative industries sector

Networking skills